

Information Systems Analyst Series

California State Personnel Board Specification

Series established July 24, 1975

Scope

Classes in this series are used to perform a variety of analytical activities in support of information technology systems, such as microcomputers, multifunction automated office systems, and teleprocessing networks and/or systems. Incumbents develop problem solutions using information technology methods; conduct feasibility studies; act as project managers over information technology system projects; work on analysis and support of multifunction office systems; provide information center services and information technology system services; develop information processing standards and procedures; act as leadperson or supervisor over the technical personnel in the performance of information system tasks; and do other related work.

This class series is differentiated from the Programmer Analyst series in that incumbents typically do not perform programming tasks and are not typically involved in the development of detailed program specifications.

Entry into this series is typically through the Programmer, Information Systems Technician, or Computer Operator classification series, or through open hiring into the Information Systems Analyst class series.

Factors affecting position allocation include variety and complexity of work assignments; scope and consequence of decisions made; independence of action and decision; leadership or supervision exercised and direction received; and the size and complexity of the information technology system.

Schem Code	Class Code	Class
LM96	1479	Assistant Information Systems Analyst
LM92	1470	Associate Information Systems Analyst (Specialist)
LM90	1471	Associate Information Systems Analyst (Supervisor)
LM86	1312	Staff Information Systems Analyst (Specialist)
LM84	1316	Staff Information Systems Analyst (Supervisor)
LM82	1337	Senior Information Systems Analyst (Specialist)
LM80	1340	Senior Information Systems Analyst (Supervisor)

Information Systems Analyst Series Specification - Class Titles and Codes

Definition of Levels

Assistant Information Systems Analyst

This is the entry and first journey level. Positions may be permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult analytical assignments found in the full journeyperson level. Under supervision, incumbents perform work of average difficulty in

analytical studies for the support, development, installation, implementation, or procurement of information technology systems, and teleprocessing networks and/or systems.

Associate Information Systems Analyst (Specialist)

This is the full journey level. Under general supervision, incumbents perform a variety of tasks in connection with the analysis, development, installation, implementation, procurement, or support of information technology systems, multifunction automated office systems, microcomputer systems, and teleprocessing networks and/or systems; and/or act as project leader on information technology system studies, and/or participate with other analysts on information technology systems studies of complex nature or broad scope.

Associate Information Systems Analyst (Supervisor)

Under general supervision, acts as supervisor on projects or information technology systems of standard complexity.

Staff Information Systems Analyst (Specialist)

Under general supervision, acts as a project leader on complex information technology studies or systems, works on complex information technology systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex information technology systems, projects, and/or teleprocessing networks/systems.

Staff Information Systems Analyst (Supervisor)

This is the working supervisor level. Under general supervision, supervises a small staff of analysts performing a wide variety of analytical activities in support of complex information technology systems and/or teleprocessing networks/systems.

Senior Information Systems Analyst (Specialist)

Under general direction, acts as project leader on the most complex information technology systems, works on the most complex information technology system problems, and independently performs the most complex studies and activities on the most complex information technology systems and/or teleprocessing networks/systems.

Senior Information Systems Analyst (Supervisor)

This is the full supervisory level. Under general direction, supervises a medium size staff of analysts performing a wide variety of analytical activities in support of the most complex information technology systems and/or teleprocessing networks/systems.

Minimum Qualifications

All Levels:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Assistant Information Systems Analyst

EITHER I

One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C), a Computer Operator (Range C), or a Programmer I (Range B).

OR II

One year of progressively responsible analytical experience in performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, including independent analysis in one or more of these areas.

OR III

Completion of at least 60 semester or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology-related coursework.

Associate Information Systems Analyst (Specialist)

Associate Information Systems Analyst (Supervisor)

EITHER I

One year of experience in the California state service performing duties comparable to an Assistant Information Systems Analyst (Range C); Programmer II; Information Systems Technician Specialist II; Information Systems Technician Supervisor II; Computer Operations Specialist II; or Computer Operations Supervisor II.

OR II

Eighteen months of progressively responsible analytical experience in performing a variety of information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks. At least one year of this experience must include completion of analytical studies for the support, development, installation, implementation, or procurement of information technology systems.

OR III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Staff Information Systems Analyst (Specialist)

Staff Information Systems Analyst (Supervisor)

EITHER I

One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or an Associate Information Systems Analyst (Supervisor).

OR II

Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

OR III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

Senior Information Systems Analyst (Specialist)

Senior Information Systems Analyst (Supervisor)

EITHER I

One year of experience in the California state service performing duties comparable to a Staff Information Systems Analyst (Specialist) or Staff Information Systems Analyst (Supervisor).

OR II

Two years of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or Associate Information Systems Analyst (Supervisor).

OR III

Thirty months of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, which shall have included responsibility for analyzing operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on complex information technology studies or systems, responsibility for resolution of complex information technology problems, or as an advanced technical specialist performing complex analytical studies.

Knowledge and Abilities

All Levels:

Knowledge of: Principles of public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing.

Ability to: Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively.

Associate Information Systems Analyst (Supervisor)

Staff Information Systems Analyst (Supervisor)

Senior Information Systems Analyst (Supervisor)

Knowledge of: All of the above, and principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to: All of the above, and supervise technical personnel; effectively contribute to the department's equal employment objectives.

Class History

Class	Date Established	Date Revised	Title Changed
Assistant Information Systems Analyst	06/12/1989	05/02/2001	--
Associate Information Systems Analyst (Specialist)	09/01/1975	05/02/2001	06/12/1989
Associate Information Systems Analyst (Supervisor)	12/04/1984	05/02/2001	06/12/1989
Staff Information Systems Analyst (Specialist)	09/01/1975	05/02/2001	06/12/1989
Staff Information Systems Analyst (Supervisor)	12/04/1984	05/02/2001	06/12/1989
Senior Information Systems Analyst (Specialist)	09/01/1975	05/02/2001	06/12/1989
Senior Information Systems Analyst (Supervisor)	12/04/1984	05/02/2001	06/12/1989

Information Systems Analyst Series History - Dates Established, Revised, and Title Changed